

## **JOB ANNOUNCEMENT**

Berrien County Trial Court - Misdemeanor Probation  
St. Joseph, MI - August 29, 2005 - **OPEN UNTIL FILLED**

**DEPUTY CHIEF PROBATION OFFICER - FIFTH DISTRICT COURT** - (\$43,876) Full-time position available in Berrien County, Michigan, with the Misdemeanor Probation Department of the Fifth District Court, Berrien County Trial Court.

**REQUIRED** - Bachelor's Degree in criminal justice, behavioral sciences or a related human service field. Minimum one year of paid full-time experience as a probation officer or paid full-time experience in a related social agency. Minimum of one year of paid full-time experience as a supervisor in a probation office, law enforcement agency or related social agency and knowledge of mainframe and personal computer; OR Master's Degree in criminal justice, public or business administration, behavioral sciences or a related human service field. Minimum of one year of paid full-time experience as a supervisor in a probation office, law enforcement agency or related social or government agency, profit or non-profit business organizations. Combinations of above minimum experience and education will be evaluated on an individual basis.

**DESIRED** - Thorough knowledge of the theory, laws, and procedures pertaining to probation activities and current social, economic, and health issues. Thorough knowledge of the criminal law component of the Michigan Court System. Thorough knowledge of casework supervision counseling skills and techniques, community service process, and substance abuse. Ability to effectively communicate orally and in writing and work independently.

**DUTIES** - Under the general supervision of the misdemeanor chief probation officer, the deputy chief probation officer assists the chief probation officer with the administration and supervision of the Trial Court misdemeanor probation department, which includes full-time probation officers, a case compliance officer, and clerical staff at two court locations. The deputy chief probation officer initiates, oversees, and participates in the development and implementation of effective, responsive misdemeanor probation and rehabilitation programs and services as directed by the chief probation officer. Employees may be assigned to serve at any of the Trial Court locations as needed and is on call during off-duty hours. Position is included in the Governmental Employees Labor Council Collective Bargaining Unit.

**BERRIEN COUNTY, MICHIGAN** - A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is serviced by major highways, airports, rail, and commercial ports, which contribute to maintenance of the strong diversification of the economic base.

**APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE FOLLOWING:**

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION BUILDING  
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085  
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919  
BERRIEN COUNTY WEB SITE: [www.berriencounty.org](http://www.berriencounty.org)**

**Equal Opportunity Employer**